

Standard Mail (B)—Library Mail

Related QSGs: 050, 651, 700, 900

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Quick Service
Guide

Eligibility Overview (E630)	Generally used by qualified libraries, schools, nonprofit organizations, universities, and museums to mail specific types of Standard Mail (B) matter that meets additional eligibility standards. Mailable items are limited to specific types, generally books, recordings, educational and museum materials; advertising restrictions apply. Specific mailable items may be sent to, from, or between a school, college, university, public library, museum, herbarium, or nonprofit organization (religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal); any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials. Also there are provisions for publishers to mail specified items to qualified customers.
Rates and Fees (R600)	Rates: single-piece rates only; based on weight without regard to zone. Annual mailing fee: none.
Addressing (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code. Each piece must show in the address or return address the name of a qualified nonprofit organization (E670).
Characteristics and Content (C600)	Minimum weight: none; subject to 1-pound minimum rate. Maximum weight: 70 pounds. Dimensions: no more than 108 inches in length and girth combined.
Deposit (D600)	Deposit: mailing entered at an acceptance unit designated by USPS. Precanceled stamp, meter, or permit imprint postage, generally at post office where permit or license held.
Mail Preparation and Sortation (M630)	Marking on each qualifying piece: "Library Rate" or "Library Mail." Preparation and labeling: single-piece rate (none); 1,000 or more identical-weight pieces in a single mailing must be presorted and sacked as Bound Printed Matter unless prepared as machinable parcels or palletized under M045 (see Quick Service Guide 651 or, if machinable, see Quick Service Guide 700). Postage statement: Form 3608-P (meter postage) or Form 3608-R (permit imprint), as applicable.
Postage and Payment Methods (P600)	Method: adhesive stamp (P022), precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

No mail preparation graphic.